



Republic of the Philippines  
Government of Ormoc City  
BIDS AND AWARDS COMMITTEE  
Ormoc City

ENRO

P.R. No.: 240581  
Quotation No.: 243215-1898  
PhilGEPs No.: \_\_\_\_\_

Standard Form Title: **REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than \_\_\_\_\_

**LOUCELLE MAE B. ARANETA**  
PROCUREMENT OFFICER

NOTE: (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.  
(2) DELIVERY PERIOD WITHIN 275 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason.  
(3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE

OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION (6) BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. (7) THE **APPROVED BUDGET CEILING** FOR THIS PROCUREMENT IS (amount indicated below)

Php 90,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Monday February 19, 2024	Thursday February 22, 2024
2 Submission of Canvass	Friday February 23, 2024	10:00 AM
3 Opening of Canvass	Friday February 23, 2024	2:00 PM

#	Piston	QTY	UNIT COST	TOTAL
1	Accommodation w/ meals (pax)	10 pax		
	Rice, Pork steak, Cordon Bleu, Pancit bihon, Chopseuy			
	Softdrinks, Orange juice, Water			
	Fruit salad, Leche flan, Buko pandan			
	1 person per room			
	10 rooms			
2	Accommodation w/ meals (pax)	10 pax		
	Rice, Pork steak, Cordon bleu, Pancit bihon, Chopseuy			
	Softdrinks, Orange juice, Water			
	Fruit salad, Leche flan, Buko pandan			
	1 person per room			
	10 rooms			
3	Meals & Snacks w/ venue (lot)	1 lot		
	Rice, Pork steak, Cordon bleu, Pancit bihon, Chopseuy			
	Softdrinks, Orange juice, Water			
	Fruit salad, Leche flan, Buko Pandan			
	VENUE INCLUSION:			
	Sound system, Aircon, Wifi, Table and Chairs			
	Projector and Projector screen			
	Good for 60pax			
	FOR BUFFET CATERING: Only washable/re-usable plates, cups, glasses serving trays are allowed to be used. Drinks			
Sub-Total >>>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

Business Name

Printed Name/Signature/Date

